

RUTHERFORD COUNTY MANAGER

County Commissioners

Julius Owens, *Chairman*

William Eckler, *Vice Chairman*

Greg Lovelace

Eddie Holland

Roger Richard

Carl Classen, *County Manager*

Hazel S. Haynes, *Clerk to the Board*

Richard Williams, *County Attorney*

August 23, 2013

To: County Commissioners

From: Carl Classen, County Manager

Weekly Report Items **Week Ending August 23, 2013**

General:

This is a highlight of items from the previous week. It is not meant to be exhaustive but to inform the Commissioners and Department Heads.

Airport:

The Airport had fuel sales for Jet A of 117 gallons and for 100 LL of 323 gallons. Chris Roach met with Carl Classen on Tuesday to talk about fuel and daily operations. Work is progressing on creating a facebook page for the airport.

Board of Elections:

Board members, the Elections Director, and full-time staff are in Raleigh for State Board Statutory training from August 20th through 22nd. Prior to leaving for Raleigh, the Board met and approved the Chief Judges and Judges for the precincts for a two year term.

Building Inspections:

Building Inspections has issued 24 permits totaling \$3,847 in fees and inspectors have conducted 124 inspections. The Director and the Fire Inspector met with the owners of Parton Lumber and Commissioner Eckler to discuss fire inspection issues at the lumber mill. We also still continue to do many regular inspections at Horsehead as they make progress towards expected completion later this Fall.

Clerk to the Board:

Chairman Owens and staff will be in Greensboro this week to attend the annual North Carolina Association of County Commissioners Annual Conference. While there, Chairman Owens will attend the meeting of the NCACC Board of Directors of which he is a member as a representative from District 15. Prior to leaving for Greensboro, he will attend the Social Services' Board meeting. While in Greensboro, Chairman Owens, County Manager Carl Classen, and Economic Development Director Matt Blackwell will host a breakfast regarding the Highway 74 Development Corridor Project for those Chairmen, Managers, and Economic Development Directors of those counties along this corridor. Commissioners have been invited to attend a Town Hall Meeting with Congressman McHenry on Thursday and a ribbon cutting at Dr. Kenneth Turner's Office in Forest City.

Cooperative Extension:

The **Director** continues working towards the completion of the Agricultural Educational Livestock Facility and continues to assist clients with technical problems through office visits, phone calls, email, and farm visits. The **Family and Consumer Sciences Agent** taught “Cooking with Herbs”, met with Diabetes Coalition, met with ECA members and met with a new volunteer.

County Manager:

The County Manager attended numerous meetings this week. The week began with a meeting with Jim Edwards, Chairman Owens, and Matt Blackwell. Continuing, Mr. Classen met to review the Revenue Department progress, held a conference call with EMS, held a pre-call meeting with James Kilgo, held a conference call with James Kilgo and Cody Marshal, met with Danny Searcy and David Odom regarding Public Works project updates which includes Greyrock and Queens Gap, attended the weekly Transfer Station Project meeting with James Kilgo, met with Matt Blackwell regarding ED updates and attended a Special Meeting of the Board of Commissioners. Mr. Classen met with Beth Miller, attended a meeting regarding the Hawthorne Cost Estimate (Sewer System Study), met with Richard Burke and attended a meeting at the Airport with Chris Roach. Mr. Classen attended a meeting with Commissioner Lovelace, held a meeting with the Revenue Department and held a meeting with Finance Director Paula Roach regarding the Revenue Department budget. Lastly, Mr. Classen attended the NCACC Annual Conference.

Economic Development

This week the Executive Director attended a meeting with the County Manager, Board of Commissioners Chairman and Jim Edwards of IPDC; continued working with staff to prepare a response for the Duke Site Readiness Program submittal; participated in a Board of Commissioners Special Meeting; continued working with staff to plan and prepare for a Product Tour; made contact and followed up with an active industrial prospect; attended an industrial prospect visit at the NC Department of Commerce in Raleigh; conducted a monthly staff meeting with the NC LITE UP Help Desk Technicians; and presented information to participants at the NCACC Annual Meeting on improvements to the Hwy 74 Corridor for economic development growth opportunities for NC. The Project Administrator conducted three existing industry visits and scheduled additional visits for the upcoming week; conducted the Business Advancement Team meeting and provided additional follow-up materials; attended the Economic Development Advisory Board Meeting and scheduled a visit with an existing industry to introduce a new opportunity. The Economic Development Assistant continued making arrangements for the upcoming Economic Development Product tour; continued reaching out to allies to obtain detailed information in response to the Duke Energy Site Readiness submittal; assisted in assembling information for an industrial prospect visit in Raleigh; packaged information for the Hwy 74 Corridor presentation; and attended the NC LITE UP help desk monthly meeting.

Emergency Management/Fire Marshal:

The Fire Marshal and staff conducted a routine inspection of Green Hill Fire Department upon a request by administration, toured the rock quarry on Ferry Road, participated in a conference call regarding a four county regional hazard mitigation plan, prepared invitations for upcoming planning meetings, worked on completing Emergency Management Performance Activities and Emergency Management training and attended various meetings.

Finance:

The Assistant Director continues to meet with people who are purchasing items off Gov Deals. The Director attended several meetings this week regarding the Hawthorne Cost Estimate, Solid Waste items, Revenue Department budget and DSS matters. Keystone was migrated to a Windows server this week. Finance continues to work with IT on testing. We anticipate it to be completely updated and sent to all departments early next week. Wendy Hardin will be joining the staff of the Finance Department on August 25.

Human Resources:

The HR Director held meetings to discuss personnel issues, exit interviews, and retirements. Employees who have left the service of Rutherford County are Johnny Sisk (Solid Waste). Welcome new hires Joy Chapman (DSS), Amanda Tanner-McGee (DSS), Jake Stephenson (move to full time EMS), Kayla Wynn (move to full time EMS), Jon Pealy (p/t Detention), Miranda Sanders (p/t EMS), Stacey Moore (DSS) Aaron Keever (p/t to full time Detention), and Mark Quinn

(p/t time to full time Detention). Judy Toney along with Chris Roach conducted interviews for the part position at the Airport.

Information Technology:

Jill Wilson and Kenneth Odom will be coming to each department to re-identify all network drops and update cables to switches. Also, they will be asking for a copy of each department's fire escape plan. Beginning the first of the year, IT staff will begin computer replacements. There could be some interruption of service during the next few months because of switch upgrades and updates, please be patience with us.

Library:

The Library Director attended a NCPLDA conference this week.

Public Works/Planning:

The garage had 11 preventative maintenance service calls, 15 repairs, 6 tire service calls and 14 other repairs. Maintenance completed work orders and repairs along with preventative maintenance and groundskeeping. The Director and Operations Manager participated in various meetings with contractors, other department heads and staff, the manager and attorney, as well as, the planning board. Continued coordination with commissioners and planning board regarding the solar farm ordinance research. Other meetings were regarding facility repairs and improvement plans, planning and maintenance and county projects to include continued emphasis on preparing for the Revenue Department renovation; Greyrock, Queens Gap, rail trails, and other planning board activities.

Greyrock Updates:. Project 3B is constructed, stoned, and matted from the beginning of Project 1 down to the first culvert. This 48" culvert installation was supposed to start Wednesday but will begin Thursday and should take 3 days to complete. Once completed clearing will continue. Project 7 is continuing. The contractor is in the process of undercutting the bad material as directed by S&ME. Clearing is continuing on the first section of Project 8 since it needs to be built concurrently with that part of 3B.

Queens Gap Updates: Project 1 bids will be open Thursday at 10 am. Project 2 design is continuing. The stream cleanup plan has been submitted to DWQ and approved. That work will be completed with Project 2.

Register of Deeds:

The Register of Deeds office had an active week with 389 transactions collecting \$17,734.25.

The Revenue

The Revenue Department is preparing for the move to the Annex building the first week of September. All items are being packed, stored, or made available to other departments. On schedule so far!! (Weekly reports will be minimized due to the concentration of continuing service to taxpayers while office renovations/transition is underway).

Senior Center:

The Center had such a great turn out in July for the Zumba classes that Wavolyn Norville has graciously agreed to extend the classes through August. These classes are free on Monday evenings in August at 5:30 p.m. Anyone age 55 or older can join and participate in any of our activities and exercise programs. Tracy Davis, Cooperative Extension Agent, Family and Consumer Sciences, presented "Cooking with Herbs" on Tuesday. Everyone enjoyed the matinee dress rehearsal of "Red, White and Tuna" on Thursday afternoon. The evening performance of "Red, White and Tuna" will be held on Friday evening at 7:00 p.m. The cost is \$2.00 and everyone is welcome!

Sheriff:

JULY 2013

Calls for Service:	4238
Warrants Served/Total Arrest:	164/142
Domestic Calls:	191
Involuntary Commitments/Hours.:	18/16.50 Man Hrs.
Civil Papers Served:	350
Exparte's Served:	24

Evictions:	14
Animals Pickup/Surrender:	393
Animals Returned to Owners or Rescued:	186
Animal Control Calls for Service:	182
New Cases Assigned to Detectives/Road Patrol:	193/23
Pill Drop Collections:	12,810.3Doses Units
Average Daily Inmate Confinement:	221
Gun Purchase Permits Issued:	127
Carry Concealed Permits Issued:	161
Project Lifesaver Clients/Contact Hours:	8/6.0Man Hrs.
Registered Sex Offenders/Contact Hours:	176/16.0Man Hrs.

Please join us in congratulations to:

Promotion:	Effective 8/5/13 Gene Shell, Sgt/ Court Officer Marc Duncan /Detective Effective 9/2/13 Shane Ruppe/ Detective Brandon Ellenburg, Cpl/ B-Crew
New Full Time:	Effective 7/8/13 Eric Hester/Courthouse Security Effective 8/5/13 Webb Hardin, Ptl/DSS Effective 9/30/13 Timothy Lowery, Ptl/D-Crew
New Part Time:	Effective 7/8/13 Wilmer Chavez-Perez/ Courthouse Security
Lateral:	Effective 8/5/13 Allan Young/ Transport Officer

Social Services:

Food and Nutrition Services staff continue to deal with issues associated with the new statewide system, NC FAST. However, improvements have been seen in the system this week and hopefully will continue as the state resolves several system issues. Colleen Pearce, with the NC FAST state office, was at the agency Monday – Wednesday providing “over the shoulder support” to staff. She made a presentation to the DSS Board at their regular monthly meeting on Wednesday regarding Project 2 & 6, which includes Medicaid and Work First. Rutherford County will begin the soft launch on September 30. Also at the DSS Board meeting, Chris Williams was presented a service award for her 36 years of service to the agency (see attached). On Tuesday, several child and adult services staff, Deputy Webb Hardin, staff from our attorney’s office and staff from the Clerk of Courts office met to discuss procedures for serving legal documents. Also, on Tuesday the Director and Program Manager, Amanda McGee, Luann Butler, and Pam Price met with county HR and finance office staff concerning completion of time sheets for afterhours staff. The Director and IM Administrator, Kandi Bridges, attended a webinar on Wednesday regarding continued “over the shoulder support” for NC FAST. The Director also attended the Workgroup Meeting on Guardianship in North Carolina via conference call. The Secretary of HHS formed the group to develop and make recommendations to improve public guardianship in North Carolina with recommendations due to her in December of this year.

Soil and Water:

The Admin/Education Specialist is working on the plans for the 5th grade Conservation Field Day and High School Land judging. The Ag Cost Share Technician went on a site visit and took 1 application, met with the Ag. Cost Share Technician in Henderson County and toured sites with installed Best Management Practices.

Solid Waste:

The Solid Waste Department served 258 customers, hauled 58 loads from centers, and shipped 31 loads to Lenoir. The Director has been busy providing information to Cody Marshal (Resource Recycling) who is working on the recycling RFP for the county. The Director attended a conference call with Carl Classen and Cody Marshal to discuss the project. Director also attended the weekly landfill meeting, met with ERI (Electronic Recyclers International) to discuss electronic recycling, attended the ERPC meeting and opened metal bids. The staff has been busy performing normal duties at the landfill despite the rain. The transfer station project remains on schedule. The construction process has begun at Danieltown and Bills Creek convenience site for the installation of the new compactors for recycling. The concrete work should be completed by the end of the week. The Director is also working with Judy Toney to schedule customer service training next week for employees.

Tourism:

No report

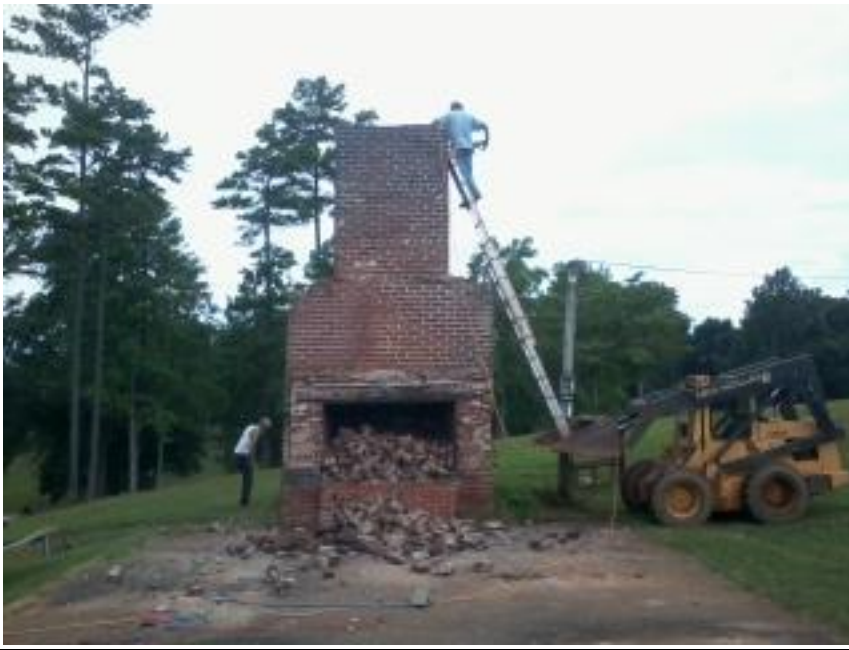
Transportation Services:

EMS: This week EMS Personnel responded to 144 emergency calls and 94 convalescent calls. Convalescent transports continue to increase as EMS grows this service area. Staff met with personnel from Dialysis to discuss opportunities to schedule patients more efficiently. **Transit:** Transit drove 10,306 miles, completed 1,107 local trips and 81 out of county trips, transported 268 unduplicated passengers and collected \$19,439 in revenue. Revenues have been higher than normal since July due to the new scheduling software which is allowing vans to run more efficiently. Free grocery service was provided to residents of Ellenboro, Mooresboro and Harris this week.

Veterans Office:

The staff made 153, received 87 telephone interviews, and had 53 mailouts for veterans to complete documents and requests for service. The Service Officer continues to help veterans with food from the food pantry. As Christmas fastly approaches, the Veterans Office has the **Toys for Totes Box**. Please help in filling these boxes to give to local children in need at Christmas.

Special Recognition Highlights





Demolition and construction of the picnic shelter at the Frank West Park along Boss Moore Road in Caroleen. Made possible by the donated funds from the 2013 Leadership Rutherford Class.

RELAY has kicked off with many fund raisers on the horizon—we hope each employee will get involved in some way with RELAY—upcoming fundraisers:

April 11 Spaghetti lunch-County Office Building-

Spaghetti lunch a success-raised apprx \$650.00 dollars—thank you to everyone who helped in any way!!!

April 20 Sheriff's Shooting Tournament-Bostic Gun Club-

A total success raising \$1,130—thank you to the Sheriff and staff and all the volunteers and participants

May 3 Hanging basket sale-another great success—we sold 175 baskets/flats with a total profit of \$500.00

May 4 Mayfest- sold flowers and quilt tickets

May 17 RADA –SUCCESS raised over \$600—thanks to everyone

June 14 Father's Day Auction---\$85.00

June 29 RELAY YARD SALE --\$108.25

August 9 Auction-Blue Grass CD's--\$45.00

Now until RELAY night—dimes for Relay—filling up 20 ounce water bottles with dimes—each bottle equals \$100

Now until RELAY night-Quilt ticket sales